

Distr.: General  
13 September 2011

Original: English

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## **Expert Group on Civilian Private Security Services**

Vienna, 12-14 October 2011

### **Information for participants**

#### **I. Date and venue**

1. The Expert Group on Civilian Private Security Services will hold its meeting in room M3, located on the 1st floor of M-building in the Vienna International Centre, from 12 to 14 October 2011. Participants must register at gate 1 of the Vienna International Centre (Wagramerstrasse 5, 1220 Vienna).

#### **II. Provisional agenda**

2. The provisional agenda is contained in document UNODC/CCPCJ/EG.5/2011/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC).

#### **III. Registration**

3. Delegates who have provided an individual e-mail address will receive an automatic e-mail response confirming their registration and containing any additional information that the secretariat might need to send. The automatic e-mail response will also contain a link where each delegate may upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration.

4. Delegates who do not complete the pre-registration procedure will need to have photographs taken upon arrival at gate 1 of the Vienna International Centre. All delegates are requested to confirm their attendance.

5. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area and obtaining their grounds passes for the session. Grounds passes must be worn visibly at all times in the



Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

6. Registration will take place on Wednesday, 12 October 2011, from 8 a.m. to 4 p.m. Given the large number of participants expected, delegates are encouraged to register as early as possible.

#### **IV. Languages and documentation**

7. The official languages of the meeting are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Official documents of the meeting will be made available in all six of those languages.

8. Each seat in the conference rooms of the Vienna International Centre for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

9. The secretariat has prepared a conference room paper (UNODC/CCPCJ/EG.5/2011/CRP.1) to facilitate consideration of some of the issues on the provisional agenda. This document can be downloaded from the UNODC website.

10. As part of the secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of the documents will be available at the meeting venue. Each delegation will receive a single, complete set of the documents in the language of its choice. Delegates are therefore kindly requested to bring their own copies of the documents to the meeting.

11. At the documents distribution counter, each delegation will be assigned an individual pigeonhole in which documents issued during the meeting will be placed.

12. Each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the meeting. It will not be possible to request additional copies.

#### **V. Visas, accommodation and transportation**

##### **Visas**

13. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria (Belgium, France, Germany, Italy, Netherlands, Portugal and Spain) in the country concerned. The secretariat may, upon request, provide a note verbale containing information on the applicant's participation in the meeting

of the Expert Group on Civilian Private Security Services, which may be of use in the visa application process. In order to provide the note verbale, the secretariat would need to know the first and last names of the applicant, as well as his or her date of birth, nationality and passport details, and would need to have from the Government or organization represented by the applicant an official confirmation of his or her participation. A note verbale should be requested at least three weeks prior to the start of the meeting.

### **Accommodation**

14. Each participant is responsible for making his or her own hotel arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance.

15. Participants who arrive at Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist service desk located next to the information counter in the arrival area. The Vienna tourist service desk is open from 6 a.m. to 11 p.m. daily.

### **Transportation**

16. Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

17. An airport bus service operates between Vienna International Airport and Morzinplatz (near “Schwedenplatz” on metro lines U1 and U4). The one-way fare is 7 euros. The travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 6.20 to 12.20 a.m. and from Morzinplatz every 30 minutes from 4 a.m. to 11.30 p.m.

18. There is also a bus service between the Vienna International Centre (near “Kaisermühlen/Vienna International Centre” on metro line U1) and Vienna International Airport. The fare is 7 euros for a one-way ticket and 12 euros for a return ticket. The travel time is about 30 minutes. Buses leave the airport for the Vienna International Centre every hour from 7.10 a.m. to 8.10 p.m. and leave the Vienna International Centre for the airport every hour from 6.10 a.m. to 7.10 p.m.

19. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (“Wien Mitte/Landstrasse” on metro lines U3 and U4) to Vienna International Airport. The fare is 9 euros for a one-way ticket and 16 euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.05 a.m. to 11.35 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.38 a.m. to 11.08 p.m.

## **VI. Facilities at the Vienna International Centre**

20. The following facilities will be available to participants at the Vienna International Centre.

### **Wireless network connection**

21. Wireless connectivity is available everywhere in M-building. There are two Internet corners on the ground floor of M-building.

### **Post office, telephones and faxes**

22. Postal services are available at the post office on the 1st floor of C-building. Faxes can be sent from the post office and long-distance telephone calls can be made from coin-operated telephones.

### **First aid**

23. Medical attention is available from the clinic operated by the Joint Medical Service, located on the 7th floor of F-building (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. to noon and from 2 to 4.30 p.m. daily, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 to 3 p.m. For emergency assistance at other times, please contact staff in the Security Duty Room (room F0E21, extension 3903).

### **Banks**

24. Banking services are available at the two branches of Bank Austria AG, located on the 1st floor of C-building and on the ground floor of D-building. Both branches are open from 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and from 9 a.m. to 5.30 p.m. on Thursdays.

### **Catering services**

25. A cafeteria, restaurant and bar are located on the ground floor of F-building. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations are recommended, extension 4877). The cafeteria is open from 7.30 to 10 a.m. and from 11.30 a.m. to 2.45 p.m. The coffee area in the cafeteria is open from 8.30 a.m. to 3.30 p.m. The coffee areas in M-building are open from 9 a.m. to 4.30 p.m. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office (room F184C, extension 4875).

### **Travel services**

26. American Express (room C0E01) and Carlson Wagonlit Travel (room F0E13) are available to participants requiring assistance with travel, car rental, sightseeing and excursions. The offices are open from 8.30 a.m. to 5 p.m. from Monday to Friday.

## **Access to the Vienna International Centre**

27. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramerstrasse, register at gate 1, walk across Memorial Plaza and enter M-building. Participants arriving by metro (U1 line) should get off at the “Kaisermühlen/Vienna International Centre” stop, follow the signs marked “Vienna International Centre”, register at gate 1, walk across Memorial Plaza and enter M-building.

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